

On-Site Noticing/Posting Requirements

Permits which require on Site noticing

All planning permits require on-site noticing with the exception of permit adjustments, lot line adjustments, sidewalk café permits and other administrative permits.

Size

Small Signs (11"x 17")

For planning permits related to the construction, renovation, demolition, or expansion of a single-family house or duplex, for changes to the historic status of a single family house or duplex, for the installation of a tract sales office or for tree removal permits proposing the removal of up to three trees, signs shall be **11" X 17"** and should be made of card stock paper laminated with plastic.

Standard Signs (2'x3')

For Standard Development proposals, as defined by the City of San Jose's Public Outreach Policy, and for tree removal permits proposing to remove more than three trees (except on SFD lots), signs shall be **2'X 3'** and shall be constructed of wood or metal and secured to the ground with 2" x 2" post(s). Heavy card stock, laminated with plastic may be determined appropriate for certain types of projects

Large Signs (4' x 6')

For Large Development Proposals, as defined by the City of San Jose's Public Outreach Policy, signs shall be **4'X 6'** and shall be constructed of wood or metal and secured to the ground with 4"x 4" posts.

Number and placement on the site

- With one exception, on-site notices shall be placed on each street frontage of the site. The exception is that, for permits related to an individual single family or duplex property on a corner lot, only one sign is required along the front of the property. If a street frontage is over 600 feet long, a second notice is required along that street frontage.
- Notices must be posted within 10 feet of a street-side lot line, must be visible to pedestrians and motorists and shall not be posted in the public right of way.
- Small (11"X17") and Standard (2'X4') size on-site notices should not be placed more than 6 feet or less than 4 feet above grade, as measured from the top edge of the notice. Large signs (4'X 6') should not exceed 8 feet above grade. Where an existing building or fence is within 10 feet of a street lot line, on-site notices can be securely attached to the side of the building or to a fence. On-site notices cannot be affixed to the outside of a window.

Contents of Notice

The contents of the notice will be provided to the applicant within a week of filing an application to the City. Notices will include the following information:

- ❖ Project Description
- ❖ Project Address or Location, if there is no address
- ❖ Project File Number
- ❖ Name of the Applicant
- ❖ Council District (except for signs for single family and duplex related permits)
- ❖ Strong Neighborhoods Initiative Area (if any)
- ❖ Statement that more information is available by visiting by:
 - Visiting the City of San Jose's On-Line Permitting web page at <https://www.sjpermits.org>
 - Contacting the Planning Divisions Project Manager (the project manager's name, email and the Planning Division's main phone number, 535-3555, will be included)) or by;
 - Visiting the Planning Division's Public Information Counter (Current hours will be included);
- ❖ Statement that information in Spanish and Vietnamese can be obtained by contacting the Department at a name and number to be provided.

The City of San Jose logo should also be included on all on-site notices.

The applicants can also, at their discretion, include their contact information on the on-site notice, but this is not required.

Timing of Placement

On-site notices should be placed on site within ten working days of the filing of a development application.

Replacement of Signs

The applicant is responsible to replace any missing, damaged, or vandalized signs only once per permit application, upon request of the City.

Removal

The applicant shall remove the on-site notices within 10 working days of a final decision on the permit request.

Verification of Placement

The applicant shall submit a signed declaration confirming that the on-site notices have been installed consistent with these specifications, and stating when the on-site notice(s) were installed. Additionally the applicant will submit a photo showing the on-site notices(s) installed on the subject property.

Last Updated 8/17/05